

PEACE LIBRARY SYSTEM	MEETING ROOM
CATEGORY: Management and Operations	POLICY: M6-18
DATE APPROVED: November 24, 2018	REVIEW IN: 2023

INTENT

The primary intent of the Peace Library System meeting room is to enable the provision of library-related workshops, seminars, and educational activities.

In addition, the room is used for meetings of the Peace Library System Board of Directors, its Executive Committee, sub-committees and such other committees that may be formed for the purpose related to achieving the goals and objectives of the Peace Library System. It is also used for Peace Library System functions and activities.

When not in use for the afore-mentioned purposes, the room may be made available for public usage or for after-hours use by employees.

1. HOURS OF USAGE

- 1.1 The meeting room may be made available during the normal hours of operation of the Peace Library System: Monday to Friday, 8:00 a.m. - 4:30 p.m.
- 1.2 The meeting room may be made available at times other than the normal hours of operation at the discretion of the Director or designate.

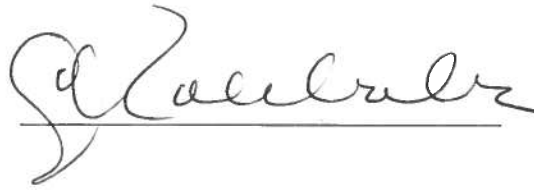
2. FEES

- 2.1 A fee for usage shall not be charged to those entities that are either member municipalities, public or school libraries of the Peace Library System for library related purposes. Nor shall a fee be charged to library organizations or associations in the Province of Alberta.
- 2.2 All other individuals, groups and/or organizations shall be charged a room rental fee using the fee schedule in Schedule A.
- 2.3 With the Director's approval, employees may use the meeting room after hours for the rental fee indicated in Schedule A. Charges for equipment may apply.
- 2.4 The Director reserves the right to waive room rental fees.

3. BOOKINGS

- 3.1 First priority shall be given to those bookings for Peace Library System functions, activities and programs.
- 3.2 The Director reserves the right to refuse approval for room usage in the event that such usage:
 - (a) conflicts with Peace Library System usage;
 - (b) is felt to be contrary to the goals and objectives of the Peace Library System;
 - (c) would be disruptive to Peace Library System operations or potentially damaging to the room.
- 3.3 Bookings will be on a first-come-first-serve basis.
- 3.4 The user/rental group shall be responsible for any damages to the facility or damage or loss of equipment.
- 3.5 Peace Library System is not responsible for user injury, or for articles or equipment left behind.
- 3.6 A Peace Library System staff member must be present at meetings held outside of regular office hours.
- 3.7 The Peace Library System will provide tables and chairs. The user/rental group will be responsible for leaving the room in the same condition in which it was found.
- 3.8 In the case of those groups to which a rental fee is applicable, there shall be an additional charge for any equipment rented as set out in Schedule A.
- 3.9 Use of Peace Library System's videoconference connection is limited to staff and PLS trustees.
- 3.10 Use of Peace Library System's Internet is only possible with prior notification. Technical assistance is subject to staff availability. PLS is not liable in the case of technical difficulties preventing Internet access.
- 3.11 If liquor is to be served, the user/rental group will be responsible for obtaining its own liquor licence and liability insurance.
- 3.12 The room shall not be used/rented for sales purposes.
- 3.13 The user/rental group will be made aware that Peace Library System promotes a scent-free environment.

Chair's Signature:



SCHEDULE A

Room Rental Fees

\$60 per half-day or part thereof (four hours or less)

\$125 per full-day or part thereof (8 a.m. - 4:30 p.m.)

Employee Rate: \$40 per evening or \$75 per day for weekends and statutory holidays

Equipment/Supplies Fees (On-Site)

Flip Chart	\$ 5 per day
LCD Projector	\$50 per day
Photocopies	\$.25 per copy
Faxes	\$.25 per page
Coffee (30 cup) & Supplies	\$ 30 per urn
Coffee (60 cup) & Supplies	\$ 60 per urn



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MEETING ROOM RESERVATION FORM

Peace Library System promotes a scent-free environment

NAME OF ORGANIZATION _____

PHONE NUMBER _____

BILLING ADDRESS _____

CONTACT PERSON _____

EMAIL _____

DATES REQUIRED: _____

	RATES	HOURS
	\$ 60.00	half-day or part thereof (four hours or less)
	\$125.00	full-day or part thereof (8 a.m. - 4:30 p.m.)
	\$40/evening or \$75/Saturday	employee rate only

EQUIPMENT RENTALS AVAILABLE

Check items required		Amount
	Flip Chart	\$5/day
	LCD Projector	\$50/day
	Photocopies	\$.25/copy
	Coffee (30 cup) & supplies	\$30/urn
	Coffee (60 cup) & supplies	\$60/urn

Set up: classroom _____, theatre _____, "U" _____, Other _____

Numbers of attendees: _____

NOTES:

GST REGISTRATION #R107828469

"INVOICE TO FOLLOW"

2018